

**LOK SABHA SECRETARIAT**  
**(GENERAL PROCUREMENT BRANCH)**

**Room No. 408, Fourth Floor,  
Parliament House Annexe,  
New Delhi-110001**

**L. No. 030/3/2022-GPB**

**Dated: 20.07.2022**

**From**

**Rakesh Kumar Chhabra  
Under Secretary**

**To,**

**(All concerned)**

**Subject: Quotation for supply of pens with embossing of Parliament logo.**

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure **200 units pens (as per sample) with embossing of Parliament logo.** The specification along with quantity of item to be procured is at **Annexure-I**.

2. Bidders are required to examine the sample of pen in **General Procurement Branch, Room No. 408, Lok Sabha Secretariat (Phone No. 2303 4408/4410)**. Item, for which rates to be quoted, should be similar to the sample available with the General Procurement Branch in terms of material, quality, colour, shade, size/dimension, weight, logo, etc. Bidders are also required to give an undertaking (**Annexure-III**) to the effect that the item for which rates are quoted are identical /similar as seen in the General Procurement Branch in terms of material, shade, colour, quality, size, weight, logo, etc.

3. You are requested to submit quotation for the item (**after examining the sample**) mentioned at **Annexure-I** in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover **immediately through 'BY HAND' latest by 22 July, 2022 (up to 1500 Hours)**. Quotations received after due date and incomplete quotation will not be considered.

4. Detailed terms and conditions of the tender are at **Annexure-II**.

5. Lok Sabha Secretariat will have full and final authority to reject any/all offer(s) without assigning any reason thereof.

Yours faithfully,

**Sd/-  
UNDER SECRETARY  
Tel. Nos. 2303 4408  
2303 4410**

**ANNEXURE-I**

<b>Sl. No.</b>	<b>Description of Item</b>	<b>Qty.</b>	<b>Rate per unit (in Rs.) exclusive of GST</b>	<b>GST rate in percentage If any.</b>
1	Antique pens embossed with logo of Parliament in body and cap of pen (as per sample) packed in hard paper box printing with logo of Parliament.	200 nos.		

**Note: All columns to be filled legibly without cutting or overwriting.**

**Signature of the bidder with seal**

**Name of the Authorized Signatory.....**

**Designation.....**

**Name of the firm.....**

**Full Address.....**

.....

**Contact No.....**

**IMAGE OF ITEM**



**LOK SABHA SECRETARIAT**  
**GENERAL PROCUREMENT BRANCH**

**TERMS AND CONDITIONS FOR SUPPLY OF PENS (AS PER SAMPLE) TO  
LOK SABHA SECRETARIAT**

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- 1. Bidders should be an Indian company/firm HAVING THEIR OFFICES IN DELHI/NCR and engaged in supply of goods/articles in Government Departments.**
2. Bidders should not have been blacklisted by the Departments/Ministries of the Government of India/PSUs.
3. The rates/ prices should be quoted in Indian Rupees only. GST, packing, forwarding, etc., as applicable should be quoted separately. If these levies are included in the price quoted without giving the break up details, such bids will summarily be rejected.
4. The bid shall remain valid and open for acceptance for a period of 90 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.
5. Prices should be quoted on F.O.D. [Destination basis (Free delivery at site)]. **Delivery of items to be made immediately or within two days from the date of issue of Work Order.**
6. Items supplied by the bidder which are not in conformity to the sample available with the Purchaser will be summarily rejected. If any item is found to be of a substandard (inferior quality)/substitute and not conforming to the required specifications (as per sample), the bidders/firms will not only have to replace the same with genuine ones but they are also liable to be blacklisted.
7. Quotations received in the format prescribed in **Annexure-I** only will be considered. No correspondence, in this regard, will be entrained. Sealed quotation should be superscribed as "**Quotation for supply of pens (as per sample) with embossing of logo of Parliament**". **QUOTATIONS THROUGH FAX/e-MAIL WILL NOT BE ACCEPTED.**
8. This Secretariat will have the authority to select more than one firm for supply of item. The Secretariat further reserves the right to decide which of the firms should be selected for supply of some or all items listed in the tender form and the decision of the Secretariat will be final.
9. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill.
10. If a firm violates any of the terms & conditions, appropriate action will be taken and may be liable to be blacklisted.
11. Lok Sabha Secretariat reserves the right to accept/reject the tender without assigning any reasons. No enquiry after submission of the quotation will be entrained.

**UNDERTAKING**

From

M/s.....

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To,

Under Secretary,  
General Procurement Branch,  
Lok Sabha Secretariat,  
Parliament House Annexe,  
New Delhi-110001.

Dear Sir,

This is to inform that I / we have physically examined the sample of pen on .....(date) for which I/ we have quoted our rates/prices. In case of the tender going in our favour, I/we agree to supply the item as per the sample examined (in terms of material, quality, colour, shade, make, weight, size, logo, etc.).

Yours faithfully,

(Signature of the Bidder)

Name:.....

Designation with Seal of the Firm